From:	Lorena Zarate
To:	Business Program Leaders; Department Secretaries; Eden Purchase Users; Division Heads-Management Personnel
Cc:	Rick Kirkwood; Xenia Bradford; Jovanii Corona; Chelsea Cox; Judith Evans; Ruby Sanchez; Christina Sibley
Subject:	RE: July 15th Expected Date for FY24-25 Open for Requisitions
Date:	Tuesday, July 16, 2024 11:31:18 AM
Attachments:	image001.png Open PO Report as of 062824.pdf

Good Morning,

The new fiscal year (2024-25) is officially open, you may begin entering requisitions.

The attached Open PO Report FY 2023-24 is a listing of prior fiscal year POs that were closed out. Please refer to this report to determine the POs that may need to be recreated in the current fiscal year keeping in mind which ones may be eligible for budget carryovers. The remaining 2023-24 budget appropriations for incomplete capital projects, grants, contracts, and professional service agreements may be eligible to be carried over. The Finance team will be reviewing and preparing eligible carryover summaries to be provided to departments for review through the Budget Development Team in Microsoft Teams.

Lastly, the budget for the fiscal year 2023-24 has also been entered in Eden.

Please let us know if you have any questions.

Best regards,

Lorena Zarate, CPA
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City of Santa Maria
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Santa Maria, CA 93454
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Our Mission: "To provide the highest quality service in the most efficient, cost-effective, and courteous manner possible."

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From: Lorena Zarate
Sent: Thursday, July 11, 2024 5:00 PM
To: Business Program Leaders <BPLs@cityofsantamaria.org>; Department Secretaries

<DepartmentSecretaries@cityofsantamaria.org>; Eden Purchase Users <EdenPurchaseUsers@cityofsantamaria.org>; Division Heads-Management Personnel <DivHeads@cityofsantamaria.org>
Cc: Rick Kirkwood <rkirkwood@cityofsantamaria.org>; Xenia Bradford <xbradford@cityofsantamaria.org>; Jovanii Corona <jcorona@cityofsantamaria.org>; Chelsea Cox <ccox@cityofsantamaria.org>; Judith Evans <jevans@cityofsantamaria.org>; Ruby Sanchez <crsanchez@cityofsantamaria.org>; Christina Sibley <csibley@cityofsantamaria.org>
Subject: July 15th Expected Date for FY24-25 Open for Requisitions

Good Morning All,

The Finance team is working on opening the new fiscal year 2024-25. We understand that our year-end memo said that the expected date of the opening of the new fiscal year would be July 8th, however, we are not quite ready yet. Our expected date is Monday July 15th. We will be sending an email to all once the year has been open.

As a reminder, please work with vendors to submit all invoices timely and remember to note 'FY 23-24' on AP invoices related to the prior year, as soon as possible. These would include invoices for services performed through June 30th and goods received on or before June 30th. It is not always clear when the goods are received based on the invoice, so we ask that you please indicate if the goods ordered were received on or before June 30th by noting 'FY23-24' on the invoice.

Also, as you may know, the July credit card statement will include transactions related to the June 24-30th timeframe. As such, please be sure to have a separate log for those June transactions and submit to Accounts Payable as soon as possible with the relevant backup, if you haven't already. When the July credit card statement is received in August, this log for those June transactions will be reconcile with the July transaction log submitted via the current process.

Please let us know if there are any questions. Thank you!

Best regards,

Lorena Zarate, CPA
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